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## Etiquette Plus Offers You an Acronym For Success

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Your **RESUME** gets you the interview. It's your foot in the door.

Your **INTERVIEW** is the key to landing the job.

For the best possible interview you must have "**SPARKLE**"

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**S** Smile Sincerely, especially when **Shaking** hands. A genuine **Smile** radiates confidence.

**P** Be **Prepared** by having **Pen** and a **Pad** of **Paper**. Have questions written down. Ask questions. Have a **PLAN** for your career. **PROFESSIONAL** dress is a must. **Passion** is the **Power** for success. Having **Persistence** fuels your passion for goals and life in general.

**A** Be **ATTENTIVE** throughout the interview.  
**ATTITUDE** - it can make or break you, during the interview and once you land the job.

**R** **RESUMES** must be professional  
**REFERENCES** are part of the resume. Have them available.  
**RESPECT** others.

**K** **Keep on KEEPIN'** on. Don't get discouraged. Have several back up plans in order to avoid disappointment.

**L** **LIGHTEN** up to avoid nervousness. **LAUGH-** have a sense of humor.  
**LISTEN.**  
**LETTER** of thanks within 24 hours.

**E** **ENTHUSIASM** about your goals, your life, and the possibility of working for a company.  
**EYE CONTACT** is crucial. 100% as the listener; 80% as the speaker. Work on your eye contact prior to the interview.  
**ETIQUETTE** - have knowledge about everything from the formal dining, to business casual rules, to business communication. Etiquette helps you gain the competitive **EDGE**.